**Format for gatekeeper permission letter:**

1. This should NOT be a form designed by the researcher but a response from the gatekeeper.
2. The letter should be on the gatekeeper’s letterhead or be clearly stamped.
3. Contact details of the gatekeeper and the name of the person granting permission must be included.
4. The person granting permission cannot be a researcher in the project.
5. Any conditions that must be accepted by the Researcher must be detailed.
6. The title appearing in the gatekeeper permission letter must be the same as that of the project.
7. Where applicable, the duration of data collection should be indicated.